

ROLE PROFILE

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| **Role Profile** | | | |
| **Job Title** | Assistant Buyer | | |
| **Section** | Business Services | **Department** | Business Support |
| **Reports to**  **(Job Title)** | Procurement Manager |  |  |
| **Suitable for Job Share (Y/N)** | N | **If no, state reason** | Requirement to provide a consistent service to customers |
| **Location** | Building 2, Derriford Business Park, Plymouth with travel to other Delt/Customer sites as required | **Shift Pattern** | Office hours as per company terms and conditions |
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| **Job Purpose** | The Assistant Buyer will be responsible for the procurement of low value/complexity goods and services. They will place procurement orders in accordance with company policies and best practice.  They will be responsible for expediting activities contributing to supplier performance management and ensuring requisitioners have accurate information.  They will maintain supplier records and carry out annual due diligence checks.  They will actively participate in continuous improvement activities within the team and the supply base to contribute to the delivery of value to the company, its shareholders and customers.  They will support the production of category strategies and contracting activities.  They will provide general administration support to the Procurement Team in relation to maintaining the contracts register, document storage and data analysis/cleansing.  Working to our company objectives and values, the role will deliver maximum value for company resources, liaising with finance and technical colleagues to deliver a service that helps our customers do amazing things. |
| **Key Competencies and Output** | The Assistant Buyer will be methodical and organised with demonstrable experience of having administrated in a deadline focused work environment.  Develop a knowledge of all product/service categories to ensure that goods and services are procured to time, cost and specification.  Support the deliverables of the procurement team by conducting analysis on suppliers, reviewing contract registers and managing the supplier engagement plan  Promote and deliver a high-quality procurement service that helps our customers do amazing things.    Keeping themselves current and relevant based on best practice, growth projections and any regulatory standards.  Engage with teams across the company and provide guidance on all administrative processes to minimise delay and maximise the efficiency of the department.    They will engage fully in the personal development review process working personally to improve and progress within the role.  Work as an effective collaborator with both other business functions to deliver a seamless purchase to pay process.  The Assistant Buyer will provide subject matter expertise to the wider business as appropriate and escalating as necessary to the wider procurement team.    The Assistant Buyer will be comfortable in a collaborative team-based environment and will be able to self-motivate to deliver effectively.  The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed. |
| **Experience, Knowledge, Skills and Qualifications** | Microsoft Office, strong communication and numeracy.  The Assistant Buyer should be able to collaborate and work in teams actively to solve problems and develop solutions.  Experience in a buying environment, CIPs level 3 will be an advantage. Appreciation and understanding of contracting preferable.  Experience in a public sector environment is not required. |
| **Corporate Standards** | In accordance with Delt’s organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.  All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt’s policies and procedures.  All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.  Undertake all duties with regard to the Delt equalities policy and relevant legislation.  In a ‘people first’ environment, the post holder must both be aligned and aspire to Delt’s values and expected standards of behaviour for them and their team(s). |